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1. The index is alphabetized letter by letter. Names beginning with "Mc" and "Mac" precede all other entries under the letter "M."
2. Articles are indexed by the first-named author, with cross references from co-authors up to the number of two. Titles are indexed only when they have no author.
3. Book reviews are listed alphabetically under the heading *Book Reviews* by the author of the book being reviewed. Reviewers' names follow each book title, preceded by the phrase "Rev. by." Each reviewer's name is also listed separately, with a cross reference to *Book Reviews*, followed by the name of the author of the book in parentheses.
4. Bibliographies are arranged alphabetically by title under the heading *Bibliographies*, with separate author entries.
5. Editorials are arranged alphabetically by title under the heading *Editorials*, with a cross reference from the name of the editor.
6. Death and memorial notices are listed alphabetically under the heading *Deaths*, with a separate entry under the name of the deceased.
7. All library organizations are entered under their full names. Material on the substructures of these organizations, such as committees, round tables, etc., is listed alphabetically under the organization name. (For example, for material on the activities, officers, reports, committees, and round tables of NCLA, see North Carolina Library Association.)
8. All acronyms are filed in alphabetical order, not at the beginning of each letter.
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10. All other libraries are entered under the name of the parent institution, if appropriate, or under their own names (e.g. North Carolina State University, D.H. Hill Library).
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